

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
September 16th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The September 16th Regular Meeting of the Library Board of Trustees is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said Annual Schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Township Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers.” Formal action may be taken at this meeting.

Board Member Attendance:

Present: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte (Virtual), Tony Donato, Lori Peters, Timothy Shanley

Absent: Lauren McCarthy

Arrived at 7:48 - Tony Donato

Arrived at 7:50 virtually- Brian Saxton (virtual), left at 8:07

Left at 8:20pm- Timothy Shanley

Staff Attendance: Laura Leonard, Library Director and Giulia Bombace, Recording Secretary

Public Comments: None

Open Session

Board Business:

Trustee Education

Lauren Cohen will be taking a Trustee 101 webinar sponsored by BCCLS. It will be held virtually on October 1st. Lauren Dekorte attended a webinar virtually earlier this year.

Secretary's Report:

The July 22nd, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Peggy Chagares seconded by Lauren DeKorte to approve the July 22nd, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lori Peters, Timothy Shanley

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Treasurer's Report

The July 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

Motion by Peggy Chagares seconded by Lauren Cohen to approve the July Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lori Peters, Timothy Shanley

The August 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

Ms. Leonard pointed out a refund collected for a meeting room fee. The meeting could not be held due to the Covid closure.

Ms. DeKorte pointed out that the utilities for the year are much less than last year because of the replacement of lights as well as the reduced heating/cooling costs while the building was closed to the public.

The AV line will go over this year because of the increase in purchase of digital content.

Motion by Vince Antonacci seconded by Tony Donato to approve the June Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters, Timothy Shanley

Voucher List

The August 2020 Voucher list was distributed and Ms. Peters invited questions or comments.

Motion by Peggy Chagares seconded by Lauren Cohen to approve the August Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Timothy Shanley

The September 2020 Voucher list was distributed and Ms. Peters invited questions or comments.

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Line 37 includes attorney fees for developing new policies that are related to Covid-19 and possible employee time off, FFCRA and updates to the FMLA policy.

Two professional development expenditures include webinars attended by staff members in lieu of in person conferences. Instant verification is for background checks required for new employees.

Motion by Tony Donato seconded by Peggy Chagares to approve the September Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

RESOLUTION #2020 - 12 Payment of Vendors in Advance

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

WHEREAS, the Local Boards, as permitted by NJSA 40A:5-16 c(1) may establish circumstances deemed appropriate to make payment to vendors when required in advance of the delivery of certain materials or services when otherwise the payment would not be in compliance with NJSA 40:5-16 a and b; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that the below claims for payment are authorized in advance of the goods or services being provided in accordance with NJSA 40A:5-16 c (1).

Christine Hsiao, check #23978, virtual felting program 9/21

Kevin Woyce, check #23962, virtual Statue of Liberty program 10/7

Richard Feingold, check #23943, virtual Schulyer Sisters/Hamilton program 10/14

Nina Androski, check #23988, virtual felting program 10/15

Motion by Peggy Chagares second by Vince Antonacci to approve Resolution 2020-12.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

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Other Financial Matters

The auditors completed onsite work and are now preparing the draft report. When it is complete it will be presented to the board.

General

Covid-19 Response

We are still in Phase 4. Only four computers are available with 30 minutes max allowed on each. There will be no in person programs for the time being.

BCCLS Updates

The library installed a MeeScan kiosk, purchased through BCCLS. MeeScan allows for self-checkout by patrons. It was set up last Friday. Patrons can also download an app to their phone to enable them to check out at any spot in the library. Deliveries are going well. The only thing slowing down the process is time needed to quarantine materials. Staff is keeping patrons informed that there are differences in the services offered at individual libraries at this time. Some libraries are not open yet, do not offer computer use, only have curbside pick etc.

General Election- Polling locations, ballot dropbox

There are only a limited number of secure ballot dropboxes being installed by the County Clerk/Board of Elections. Wyckoff will have a ballot drop box at Town Hall. The only in-person polling location will be Eisenhower Middle School. The library will not need to be a voting site for the 2020 General election. The library will be offering information about the changes via the website and social media.

Old Business

Policy Review

The updated FMLA policy was reviewed by the Policy Committee. The updates consisted of language used and adding clarification of terms etc. We are waiting for one more response from the lawyer and then the policy will be presented to the board.

Fine Free Summer

The library did not charge fines during the summer. Ms. Leonard commented that it was difficult to conduct an analysis of the changes and effect due to a number of factors. First, fines for DVDs were reduced from \$1 to 10 cents in January 2020 and automatic renewal started in February making year over year comparisons difficult. In March - August only \$700 in fines were collected in comparison to the \$10,000 in fines collected previous years. Fines resumed at our library on September 1, 2020.

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Director's Report

Summer reading was very different this year with all programs being held virtually and the majority of logging done online. Nonetheless, it was very successful and we received excellent feedback especially from families. The online summer reading program also allowed people to complete activities - this was an excellent new feature and created a great deal of engagement. Children & families took advantage of the Story Bags & Grab & Gos developed by the Children's department. Teens were offered virtual volunteer opportunities, make & take crafts, online programs and new for this year - subscription boxes. Program offerings were varied in their audience, type of program and timing. Virtual participation allowed for people to join even while on vacation - we had one family join a musical performance from the beach & show us some shells.

Veronica Potenza & Ms. Leonard installed the MeeScan self checkout kiosk as another option for patrons. Ms. Leonard sent correspondence to the K-8 and 9-12 superintendents regarding current library policies during the health emergency and outlining what support the library can provide to teachers and students.

Committee Updates

Buildings & Grounds

HVAC filters are being upgraded from MERV 8 to MERV 13 to improve indoor air quality. There was a delay from the supplier, but they are scheduled to be installed on Friday.

Brian Saxton suggested we revisit the topic of the property by Memorial Field because there has been discussion going on as to what additional structures should be built there and who would be contributing/responsible for it. The board discussed things such as the ongoing management of an outdoor space and benefit to the library. Prior to the meeting the library had not been presented with a formal proposal for partnering, but would be open to discussion when and if approached. There is no proposal for the board to discuss at this time. Mr. Shanley asked if the board would consider getting involved in the building of the snack stand/ bathroom area financially in order to expedite the building of it and if the library has any use for the snack stand/ bathroom. Mr. Shanley will provide a more formal proposal including how the library would contribute and what exactly the library would be contributing to. The Board is open to discussing a written proposal.

Adjournment

Motion by Tony Donato seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:42PM.

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The next meeting will be held on October 15th, 2020.

Lori Peters, Board President

Laura Leonard, Library Director